

**NOTICE OF INTENTION TO MAKE
A SERVICE CONTRACT AND RESPONSE TO NOTICE
(SF98/98A)
NOTICE #A1043674
AND
RESULTING WAGE DETERMINATION PROVIDED
BY THE DEPARTMENT OF LABOR**

[SF98/98A](#)

Notice of Intention to make a Service Contract and Response to Notice

Wage Determination No:**Area**[2002-0218](#)

Wisconsin County of Waukesha

STANDARD FORM 98 Rev. Feb. 1973 U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION	NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE <i>(See Instructions on Reverse)</i>	1. NOTICE NO. <div style="font-size: 2em; font-weight: bold;">A1043674</div>
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MAIL TO: <div style="text-align: center; padding: 20px;"> Administrator Wage and Hour Division U.S. Department of Labor Washington, D.C. 20210 </div>	2. Estimated solicitation date (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="text-align: center;">05</td> <td style="text-align: center;">18</td> <td style="text-align: center;">2003</td> </tr> </table> 3. Estimated date bids or proposals to be opened or negotiations begun (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="text-align: center;">06</td> <td style="text-align: center;">26</td> <td style="text-align: center;">2003</td> </tr> </table> 4. Date contract performance to begin (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="text-align: center;">05</td> <td style="text-align: center;">01</td> <td style="text-align: center;">2004</td> </tr> </table>	Month	Day	Year	05	18	2003	Month	Day	Year	06	26	2003	Month	Day	Year	05	01	2004
Month	Day	Year																	
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06	26	2003																	
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05	01	2004																	

5. PLACE(S) OF PERFORMANCE <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">Waukesha County, WI</div> <div style="margin-left: 20px; font-size: 2em; font-weight: bold;">①</div> <div style="text-align: right; margin-top: 10px;">WI</div>	6. SERVICES TO BE PERFORMED (describe) TRICARE Health Claims Review Assistance Services <div style="text-align: right; font-size: 1.5em; font-weight: bold;">Tech</div>
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7. INFORMATION ABOUT PERFORMANCE A. <input checked="" type="checkbox"/> Services now performed by a contractor B. <input type="checkbox"/> Services now performed by Federal employees C. <input type="checkbox"/> Services not presently being performed		
8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE		
a. Name and address of incumbent contractor Meridian Resource Co., LLC 20725 Watertown Road Waukesha, WI 53186	b. Number(s) of any wage determination(s) in incumbent's contract 2002-0218 (rev 1) July 05, 2002	
c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). <i>Important:</i> Attach copies of current applicable collective bargaining agreements N/A		

9. OFFICIAL SUBMITTING NOTICE <table style="width: 100%;"> <tr> <td style="width: 50%;">SIGNED: <div style="font-size: 1.5em; font-family: cursive;">Scott L Moore</div></td> <td style="width: 50%;">DATE 4.18.2003</td> </tr> <tr> <td>TYPE OR PRINT NAME Scott L. Moore</td> <td>TELEPHONE NO. 303-676-3507</td> </tr> </table>	SIGNED: <div style="font-size: 1.5em; font-family: cursive;">Scott L Moore</div>	DATE 4.18.2003	TYPE OR PRINT NAME Scott L. Moore	TELEPHONE NO. 303-676-3507	RESPONSE TO NOTICE <i>(by Department of Labor)</i> A. <input checked="" type="checkbox"/> The attached wage determination(s) listed below apply to procurement. <div style="border-bottom: 1px solid black; padding-bottom: 5px;">2002-0218 (2)</div> B. <input type="checkbox"/> As of this date, no wage determination applicable to the specified locality and classes of employees is in effect. C. <input type="checkbox"/> From information supplied, the Service Contract Act does not apply (see attached explanation). D. <input type="checkbox"/> Notice returned for additional information (see attached explanation). <div style="text-align: center;"> <div style="font-size: 1.5em; font-family: cursive;">John Paul Ruess</div> Signed: _____ <div style="text-align: center;"> (U.S. Department of Labor) MAY 20 2003 (Date) </div> </div>
SIGNED: <div style="font-size: 1.5em; font-family: cursive;">Scott L Moore</div>	DATE 4.18.2003				
TYPE OR PRINT NAME Scott L. Moore	TELEPHONE NO. 303-676-3507				

10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC. <div style="text-align: center; padding: 20px;"> <div style="font-size: 1.5em; font-family: cursive;">Dept of Defense</div> Scott L. Moore TRICARE Management Activity 16401 E. Centretech Pkway Aurora, CO 80011-9066 </div>	
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REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor



William W. Gross
Director

Division of
Wage Determinations

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

Wage Determination No.: 2002-0218
Revision No.: 2
Date of Last Revision: 05/16/2003

State: Wisconsin

Area: Wisconsin County of Waukesha

**** Fringe Benefits Required Follow the Occupational Listing ****

CODE	OCCUPATION TITLE	MINIMUM WAGE RATE
	Audit Analyst I	15.25
	Audit Analyst II	18.66
	Audit Assistant	11.01
	Audit Unit Assistant	9.80
	Quality Assurance Auditor/Trainer	18.66

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 a week or \$372.67 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the

work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may

not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

**** OCCUPATIONS NOT INCLUDED IN THE SCA DIRECTORY OF OCCUPATIONS ****

Audit Analyst I

Monitors and evaluates the information reported in approximately sixty different fields per claim to determine processing accuracy according to Federal Government Policy guidelines, Government contract specifications, and Regional Contract variations, while maintaining an average daily production rate of 30-37 claims.

Develops concise, accurate and descriptive narratives to properly communicate assessed errors to the Regional Contractors, citing Government policy interpretation when applicable.

Performs accurate investigation and completion of initial rebuttal disputes from the Regional Contractors to include the resolution and communication of possible misinterpretation and/or misapplication of processing procedures in Government policy. (Sustains a monthly accuracy rate of 98%).

Updates the on-line TRICARE Audit System to report error amounts and narratives to accurately portray the appropriate error assessment in anticipation of the submission of audit results captured in final reports to our Federal Contracting Officer and Regional Contractors.

Organizes acquired documentation to accurately differentiate the variation in the claims adjudication process between seven Regional Contractors.

Maintains and updates approximately four hard copy manuals (with multiple volumes) which retain the Federal Government processing/auditing guidelines for use in the audit procedure.

Maintains 98% monthly accuracy on audited claims reviewed for quality assurance.

Maintains the confidentiality of beneficiary records.

Maintains the confidentiality of each administrator's policies, procedures, and audit findings.

Audit Analyst II

Maintains correspondence and serves as liaison with Federal Contracting Offices and Regional Contractors regarding ongoing activities, maintains rapport, and develops joint action plans to resolve (or avoid) problem issues.

Monitors and evaluates employee audit performance to assure compliance with Federal Government contract specifications and implements actions to assure acceptable contract reviews.

Investigates and resolves auditing issues and procedures within Federal Government contract specifications and implements actions to assure acceptable contract reviews.

Investigates and resolves auditing issues and procedures within the department and quality review disputes with our Federal Contracting Officer.

Provides technical expertise and management support to include communication with Federal Government contract specifications and implements actions to assure acceptance contract reviews.

Investigates and resolve auditing issues and procedures within the department and quality review disputes with our Federal Contracting Officer.

Provides technical expertise and management support to include communication with Federal Government Offices and management staff regarding outstanding issue resolution to aid in monitoring the timely completion of the audit samples.

Performs accurate completion and investigation of second rebuttal disputes from the Regional Contractors to include the resolution and communication of possible changes to their claims adjudication procedures citing Government policy instruction through a final Analysis of Deficiency report.

Corresponds with the System Development Department regarding design and programming of the Electronic Data Interchange (EDI) project for automating the transfer of data between the Regional Managed Care Contractors and Meridian. Includes constant program interaction with each new audit sample.

Serves as Security Administrator regarding compliance with Government contract specifications to include assistance in the completion of electronic data questionnaire for the Public Trust position and the dispatch of documentation to appropriate Federal Officers to obtain access to the Federal Automated Information Systems.

Reviews all errors assessed to the Regional Contractors to assure correct error determinations, omissions or inconsistencies.

Interviews new applicants to assist supervisory personnel with hiring decisions and interact with staff to resolve conflicts.

Maintains confidentiality of beneficiary records.

Maintains the confidentiality of each administrator's policies, procedures, and audit findings.

Audit Assistant

Matches HADRs with claims for batching and enters batches via PC on TRICARE Audit Tracking System.

Enters DRG calculation via PC for auditors to make a determination of correct DRG allowed amounts submitted by the Governmental regional contractors.

Completes the department's daily audit report which includes incoming audit receipt volume, audit inventory, audit productivity, and expected completion dates of audits/rebuttals.

Distributes incoming mail. Stock department supplies. Types memos and reports; performs other duties as assigned.

Audit Unit Assistant

Prepares closed audits for team leader's quality review.

Retrieve audits from closed files for auditors to respond to rebuttal responses.

Prepares closed audits for warehouse storage.

Coordinates and delivers incoming audits to audit assistants for matching and batching.

Retrieve second rebuttals from closed files for the Government to respond to third appeals.

Prepares upheld rebuttal for microfilming.

Matches auditor's assessed error sheets with corresponding claims after the completion of the audit.

Quality Assurance Auditor/Trainer

Analyzes and evaluates the information reported in approximately sixty different data fields per claim to determine processing accuracy according to Government Policy Guidelines, Government Contract specifications, and Government regional contract variations, while maintaining daily production.

Develops concise, accurate, and descriptive narratives to properly communicate assessed errors to the auditors, citing Government policy interpretation when applicable.

Performs accurate investigation and completion of initial rebuttal disputes from the auditors to include the resolution and communication of possible misinterpretation and/or misapplication of processing procedures in Government policy.

Complies and reviews quality errors assessed and provides a quarterly analysis report identifying trends to determine appropriate actions needed to stem future errors. Analysis report with also include statistical data, defining error fields and dollar quality results for claim reviews.

Trains new employees to include continual monitoring with regard to the distribution of changes in auditing techniques due to Government directives and the updating of reference materials used in the audit process.

Organizes acquired documentation to accurately differentiate the variation in the claims adjudication process between various Government processing/auditing guidelines for use in the audit procedure.

Maintains confidentiality of beneficiary records, and results of auditor's quality reviews.

Maintains the confidentiality of each administrator's policies, procedures, and audit findings.

Completes special project as assigned.